



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

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Open Forum Stage Guidelines

- Each permit holder has been allotted a 50 minute time slot. Please comply with the time slot assigned and the cues that your time is ending to ensure that everyone has equal opportunity for use of the stage. All speakers start at the top of the hour.
- Permit holders must check-in at the registration table upon arriving for their assigned time slot. If you are late, your time will not be extended. If you miss your time slot, your stage use will be forfeited.
- Permit holders must provide photo identification and a copy of the notification letter that was sent via mail to a staff person at the stage.
- Only 3 people may be on the stage at a time. For organizations who wish to have multiple speakers, the organization is responsible for allotting the time appropriately.
- The stage and sound system with microphone are being provided by the City of Saint Paul. Additional equipment (stage, speakers, sound system, etc.) are not be allowed.
- Use of the stage is subject to all federal, state, and/or local laws, ordinances, statutes, rules, and regulations.
- In the event of lightning, severe weather or circumstances beyond the Open Forum staff's control, the open forum stage will be suspended until the all clear is given. We are sorry, but no make up time will be given for those permit holders affected by this down time.